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## ADVANTAGES

You will be able to:

- recruit
- hire
- determine hourly wage (within guidelines)
- train
- schedule
- direct/supervise
- evaluate
- terminate

your own personal assistant.

## DISADVANTAGES

- Back-up services will not be available unless you hire a back-up person.
- Liability for injuries received on the job by your employee may be a concern particularly if you own your home. You should discuss this with your home owner's insurance and Regional Center Staff.
- You will be responsible for damages caused by your employee.



## MISCELLANEOUS

- You can employ up to four workers at one time.
- In negotiating a pay rate you want a rate that is high enough to attract and retain the type of person you want but is low enough so that all of the hours you need can be authorized. Remember in addition to paying the hourly rate the Regional Center also has to cover costs for Social Security, Medicare, federal and state unemployment taxes.
- The employee still has to meet the background screening and training requirements of the Department of Mental Health.
- Training requirements may be determined by individual support needs.
- Employees cannot exceed working 40 hours in a work week.

**If you think this program is for you  
contact your service coordinator.**



## ABOUT HIRING YOUR OWN PERSONAL ASSISTANT

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Missouri Department of Mental Health  
Division of Mental Retardation &  
Developmental Disabilities



*Additional information is available at:  
[www.dmh.mo.gov/mrdd/progs/fiscal/  
fiscal.htm](http://www.dmh.mo.gov/mrdd/progs/fiscal/fiscal.htm)*

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# OPTIONS

As a person receiving personal assistant services from the Regional Center you have choices and options available to you.

1. You can receive your services from a provider agency who has a contract with the



Department of Mental Health. The agency will send an employee to your home to be your personal assistant. If you are not satisfied with the employee you can request the agency send another staff person or you can request a different provider agency.

**OR**

2. You can hire your own personal assistant and become an employer.

## HOW DOES THIS WORK?

1. Purpose of the Fiscal Intermediary (FI) system is to enable families and consumers to employ their own personal assistants, including hiring, training, supervising and discharging if necessary.
2. The FI program will manage the payroll process for the family or consumer, issuing paychecks to their employees and withholding and forwarding the required tax payments (FICA is required for employer and employee; FUTA and SUTA is required for employer).
3. We do not have a way to incorporate workman's compensation premium payments. The FI program can process the payments, but we don't have an insurance company under contract to purchase coverage.
4. Money is never directly sent to the consumer or family, therefore, there are no tax consequences for the consumer or family. The regional center directs sufficient funds to an escrow account that is maintained by the payroll processing vendor. Wages for the workers and applicable taxes are paid by the payroll processing vendor from this account.
5. The payroll periods are set in concrete—two pay periods per month, the first is from the first day of a month through the 15<sup>th</sup>; the second from the 16<sup>th</sup> day through the last calendar day of the month.
6. The worker is paid one pay period in arrears—he will be paid by the last day of the month for the first pay period of the month (1<sup>st</sup> through 15<sup>th</sup>), and by the 15<sup>th</sup> of the following month for the second pay period of the month.
7. The consumer or family must get the timesheet to the regional center within 5 (never less than 4) calendar days after the end of a pay period.
8. The regional center must enter the hours from the timesheets into MRDDIS within approximately 10 days after the end of a pay period. (Note: the 10 days includes the family's 5 days). MRDDIS will allow the data to be transmitted to the payroll processing vendor (via central office).
9. The regional center transmits the timesheet data to central office by a specified cutoff date (approximately the 11<sup>th</sup> day after the end of a payroll period). All timesheet data will be transmitted to the payroll processing vendor at one time.
10. The payroll processing vendor is currently Marvin Wilson, CPS of Jefferson City. Their processing charge for one employee is **\$6.48** per pay period. It is **\$8.70** per pay period for two employees, **\$10.74** per period for three, etc.... There is a one time set up fee of **\$1.03** per new employee.
11. The payroll processing vendor returns information regarding total cost per consumer/family, per pay period, to Fiscal Intermediary program staff at the Division of Mental Retardation and Developmental Disabilities, which makes the information available to regional centers.